

THETFORD TOWN COUNCIL



ANNUAL REPORT 2008/9

Published: 30th June 2009

INTRODUCTION

This Report covers the financial year commencing on 1st April 2008 and ending on 31st March 2009, providing an insight into the Council's operational activities.

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Town Clerk

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MAYOR and CHAIRMAN

At the start of the financial year, Councillor Robert Kybird was Town Mayor and Chairman. At the Mayor-Making ceremony on 7th May 2008, Councillor John Harding took over, remaining in post for the remainder of the year, with Councillor Kybird becoming, in line with established practice, Deputy-Mayor.

Councillor Kybird attended 15 events in April 2008 as Mayor (7 in Thetford, 8 elsewhere); Councillor Harding attended 105 events over the following eleven months (70 in Thetford, 35 elsewhere).

COUNCILLORS LISTED BY WARD

The following served during the year (all elected, none co-opted):

Abbey Ward

Albert Paines
Thelma Paines
Pauline Quadling
Mike Spencer

Castle Ward

Roy Brame
Terence Lamb

Guildhall Ward

John Harding
Robert Kybird
Derek Mortimer
Pat Pearson
Pam Spencer

Saxon Ward

Pat Balaam
Marion Chapman-Allen
Sam Chapman-Allen
Terry Jermy (from July 2008)
Gareth Pickering (resigned May 2008)
Stuart Wright

On the following pages are listed the sixteen current Councillors (that is, as at June 2009), with contact details. Not all of the below-named were serving in 2008/9.

COUNCILLORS' CONTACT DETAILS

(listed alphabetically)

<u>Name</u>	<u>Telephone</u>	<u>Ward</u>	<u>District and/or County Councillor?</u>	<u>Affiliation</u> C=Conservative I = Independent L= Labour
Balaam, George Patrick 18 Oak Close, Thetford, IP24 3EZ	753417	Saxon	District	L
Brame, Roy F W 21 Coney Close, Thetford, IP24 3PE	07932 696 837 Mobile	Castle	No	C
Brindle, Mike 6 Nunnery Drive, Thetford, IP24 3EN	753566	Abbey	County	Lib Dem
Chapman-Allen, Mrs Marion P Travellers Rest, 3 Campion Road, Thetford, IP24 2XT	750700	Saxon	District and County	C
Chapman-Allen, Sam H Travellers Rest, 3 Campion Road, Thetford, IP24 2XT	750700	Saxon	District	C
Harding, John A 8 Hawthorn Way, Thetford, IP24 2TA	755047	Guildhall	No	I
Jermy, Terry J 15 Newtown, Thetford, IP24 3AS	750722	Saxon	No	L
Kybird, Robert G 48 Vicarage Road, Thetford, IP24 2LR	751546	Guildhall	District	C
Lamb, Terence J 47 Castle Street, Thetford, IP24 2DL	753015	Castle	District	I
Mortimer, Derek G 9 Manse Court, Thetford, IP24 2LE	753306	Guildhall	District	C
Paines, Albert 4 Minstergate, Thetford, IP24 1BN	752459	Abbey	No	L
Quadling, Mrs Pauline P 6 Nether Row, Thetford, IP24 2HA	07979 666 617 Mobile	Abbey	District	I

<u>Name</u>	<u>Telephone</u>	<u>Ward</u>	<u>District and/or County Councillor?</u>	<u>Affiliation</u> C=Conservative I = Independent L= Labour
Skull, Bryan J 39 St Nicholas Street, Thetford, IP24 1BE	752478	Guildhall	No	C
Spencer, Michael G 13 Redgate, Thetford, IP24 2HA	765443	Abbey	District	C
Spencer, Mrs Pamela A 13 Redgate, Thetford, IP24 2HA	765443	Guildhall	District	C
Wright, Stuart N H 79 Churchill Road, Thetford IP24 2JZ	754166	Saxon	No	I

MEETINGS

In the course of the year, 51 meetings were held:

- 12 meetings of the full Council (including Mayor-Making, two Ceremonial and one Special)
- 17 meetings of the Planning Committee
- 7 meetings of the Finance & General Purposes Committee
- 5 meetings of the Personnel Committee (including three Special)
- 3 meetings of the Guildhall Committee
- 2 meetings of the Amenities Committee
- 2 meetings of the Markets Committee
- 1 meeting of the Allotments Committee
- 1 joint meeting of the Cemetery/Finance & General Purposes/Guildhall Committees
- 1 joint meeting of the Finance & General Purposes/Personnel Committees

Note: The Road Safety Committee did not meet.

COMMITTEE MEMBERSHIP
(as at 31st March 2009)

All serving Councillors are automatically members of the Planning Committee, which enjoys delegated authority from the Council in all planning matters. The membership of other Committees was as follows:

Allotments

Councillor Mike Spencer (Chairman)
Councillor Pauline Quadling (Vice-Chairman)
Councillor Pat Balaam
Councillor Terence Lamb
Councillor Albert Paines

Amenities

Councillor Derek Mortimer (Chairman)
Councillor Marion Chapman-Allen (Vice-Chairman)
Councillor Roy Brame
Councillor Sam Chapman-Allen
Councillor Terry Lamb
Councillor Albert Paines
Councillor Pat Pearson
Councillor Pauline Quadling
Councillor Pam Spencer
Councillor Stuart Wright

Cemetery

Councillor Marion Chapman-Allen
Councillor Robert Kybird
Councillor Terry Lamb
Councillor Derek Mortimer
Councillor Pauline Quadling

Note: Chairman/Vice-Chairman not appointed

Finance & General Purposes

Councillor Robert Kybird (Chairman)
Councillor Roy Brame (Vice-Chairman)
Councillor Terry Lamb
Councillor Pat Pearson
Councillor Thelma Paines

Guildhall

Councillor Derek Mortimer (Chairman)
Councillor Pauline Quadling (Vice-Chairman)
Councillor Marion Chapman-Allen
Councillor Sam Chapman-Allen
Councillor Albert Paines
Councillor Stuart Wright

Markets

Councillor Roy Brame (Chairman)
Councillor Marion Chapman-Allen (Vice-Chairman)
Councillor Pat Balaam
Councillor Derek Mortimer
Councillor Pauline Quadling
Councillor Stuart Wright

Personnel

Councillor Pat Pearson (Chairman)
Councillor Derek Mortimer (Vice-Chairman)
Councillor Roy Brame
Councillor Marion Chapman-Allen
Councillor Terry Lamb
Councillor Pam Spencer

Road Safety

Councillor Pat Balam
Councillor Sam Chapman-Allen
Councillor Thelma Paines
Councillor Pauline Quadling
Councillor Mike Spencer
Councillor Pam Spencer

Note: Chairman/Vice-Chairman not appointed

REPRESENTATION BY COUNCILLORS ON OTHER BODIES **(as at 31st March 2009)**

Barnham Cross Common Management Committee

Councillor Marion Chapman-Allen
Councillor Pat Balaam

Bidwell Centre Management Committee

Councillor Sam Chapman-Allen

Burrell Museum Board of Trustees

Councillor Terry Lamb

Diss, Thetford and District Citizens Advice Bureau

Councillor Marion Chapman-Allen

Energy Power Resources Limited Consultative Committee

Councillor Roy Brame
Councillor Robert Kybird
Councillor Albert Paines
Councillor Mike Spencer

Moving Thetford Forward Board
Councillor Robert Kybird

Background Note: This Board has powers to recommend how Growth Point monies are spent. It comprises representatives of all three tiers of local government plus a broad cross-section of stakeholders from the wider Thetford community. Board decisions are ratified by Breckland Council, the district authority, in its capacity as the planning authority. Thetford Town Council appoints one member to the Board.

Norfolk Association of Local Councils
The Mayor of the Day

Nunnery Lakes Advisory Committee
Councillor Terry Lamb
Councillor Mike Spencer

Thetford Access Group
Councillor Thelma Paines

Thetford Grammar School Educational Foundation
The Mayor of the Day

Thetford Litter Campaign
Councillor Pat Balaam

Thetford Local Action Group
The Mayor of the Day
Councillor Pat Balaam
Councillor Pauline Quadling

Thetford Municipal and United Charities
Councillor Marion Chapman-Allen
Councillor Terry Lamb
Councillor Mike Spencer
Councillor Pam Spencer
Councillor Stuart Wright

Thetford Music Project
Councillor Pam Spencer

Thetford Society
The Mayor of the Day

Thetford Sports Development Steering Group
Councillor Sam Chapman-Allen

Thetford Tourism and Heritage Partnership
Councillor Stuart Wright

Thetford Twinning Association
The Mayor of the Day
Councillor Robert Kybird

Thetford Youth Council
Councillor Sam Chapman-Allen

Upstairs in the Guildhall (= Thetford Art Gallery)
Councillor Pat Balaam

TWINNING LINKS

Thetford has been twinned with towns on mainland Europe for more than forty years.

The longest links, dating from the mid-1960s, have been with **Hürth** (population 55,000), near Cologne, and **Spijkenisse** (population 73,000), near Rotterdam.

In 1996, Thetford linked with **Les Ulis** (population 25,000), situated on the SW outskirts of Paris.

In 2004, Thetford twinned with **Skawina** (population 6,328), situated 15km from Krakow.

Thetford Twinning Association is charged with maintaining the links with all four communities.

NEWSLETTERS

Four newsletters were published during the year, incorporated within issues 30 (April 2008), 32 (June 2008), 36 (October 2008) and 40 (February 2009) of the independent community magazine, *About Thetford*.

These covered a range of topics:

1. April 2008

- Mayor's introduction
- Meeting dates (up to Mayor-Making)
- Councillor profiles
- Allotment site details and conditions of hire
- Cemetery opening hours and contact details
- Details of twin towns
- Christmas Light Competition 2007 results

2. June 2008

- New Mayor's introduction
- Article on Mayor-Making
- Meetings Calendar 2008/9
- Committee Structure 2008/9
- Representation on Other Bodies in 2008/9
- Topical Issues Pages:
 1. Allotment Fencing
 2. Cemetery Extension
 3. Football Pitch Reinstatement
 4. Growth Point Involvement
 5. Play Area Handover
 6. Toilet Handover

3. October 2008

- Details of new councillor
- Financial Summary for Year Ended 31st March 2008
- Update on Topical Issues:
 1. Allotments
 2. Cemetery Extension
 3. Football Pitch Reinstatement
 4. Play Areas
 5. Toilets
- Thetford in Bloom Competition 2008
- Article on Barnham Cross Common
- Article on Thetford Enterprise Park
- Article on Moving Thetford Forward website

4. February 2009

- Introduction by Town Clerk
- Financial Planning 2009/10
- Thetford Priory and Holy Sepulchre Sites
- Litter and Dog Waste Bins
- Allotment Update
- Christmas Lights
- Forthcoming Band Concerts
- Castle Park Play Area
- King's House Gardens

MAYOR'S OVERVIEW
by Councillor John A Harding
(Town Mayor 2008/9)

As Mayor for most of the year covered by this Report, it is my pleasure and privilege to provide the following commentary.

When I became Mayor in May 2008, I was pleased to see many young people in attendance at the ceremony in the Guildhall. Enlightened councils are those which engage with the next generation. Over my Mayoral Year, we welcomed over 200 school children into the Council Chamber to view the Town Regalia and learn about the history of the Town Council.

One of the key issues that was debated and discussed during my Year was the Growth Point Status bestowed by central government on Thetford. For some residents, this is perceived as another step too far (recalling what happened in the 1960s) but, realistically, we have no choice. I have pointed out on many occasions that it is only by participating in the various discussions that we can hope to influence any of the outcomes.

The Town Council completed several significant projects in the course of the year, including:

- Barnham Cross Common Football Pitch Reinstatement
- Castle Park Play Area Replacement
- Mundford Road/British Rail Allotment Site Fencing

Of these, the play area was perhaps the most significant in terms of overall community benefit. Opening it was a highlight for me. Especial thanks are due to the Town Manager, who secured the funding for this long-awaited project and managed the contract so ably.

The Town Council took on significant additional responsibilities, including:

- Castle Park: site ownership and play area maintenance
- Public Conveniences: operation and maintenance

These resulted from constructive dialogue with the district authority and were welcomed by many local residents.

Another constructive dialogue with English Heritage has resulted in the Town Council now being responsible for regulating the opening hours of the Priory site and taking care of maintenance both there and at the Holy Sepulchre. I hope that this marks the start of a positive working relationship with such an important body.

In terms of public events held in the course of the year, the Dad's Army Weekend was, for me, a most enjoyable and memorable occasion. The Christmas Lights Switch-On also attracted a large audience.

A landmark occasion in January was the unveiling of the replica wooden town sign (depicting Tom Paine on one side and King Swein on the other) on London Road. This marked the start of the year of festivities, commemorating Thetford's most famous son.

I thoroughly enjoyed the privilege of representing the Town and would like to thank everyone for making it an unforgettable experience.

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ACHIEVEMENTS 2008/9

A. Fund-Raising and Sponsorship

The Town Manager secured the following:

Barnham Cross Common Football Pitch Preparation
£300 Football Foundation funding secured.

Castle Park Play Area Replacement
For this £137,000 major project, just under £100,000 was raised from 'other sources' (including the Big Lottery), with the Town Council contributing the balance.

Cemetery Extension Bore-holing
£7,500 funding received from a local company.

Christmas Lights
Icicle lighting was introduced into Bridge Street, Guildhall Street, White Hart Street and the Market Place (including the Guildhall).
Funding of approximately £3,000 was raised from various sources.

Hanging Baskets
Enough funding was raised through personal donations and corporate sponsorship to cover the entire cost of the baskets (excluding daily watering and regular feeding, being costs borne by the Town Council).

Thetford in Bloom / Sunflower Competitions
The Shadwell Estate agreed to sponsor both these competitions.

Tourist Information and Signage
£5,000 was received from Breckland Council for upgrading the Tourist Information Centre website and providing finger posts in various locations.

B. Successful Negotiations

The Town Manager negotiated the following:

Cluniac Priory and Holy Sepulchre Sites

Contract agreed with English Heritage for the Town Council to manage site opening/closing and maintenance, with EH providing 100% funding.

Market Superintendence

Terms agreed, under which Mr David Brooks of 2NewHorizons Travel superintends the Tuesday and Saturday Markets on behalf of the Town Council.

Tourist Information Centre Provision

Terms of service contract agreed with 2NewHorizons Travel.

Thetford Town Guide

Self-financing publication produced.

C. Other Achievements

- Allotment upgrade and promotion (including fencing around the Mundford Road/British Rail site and the introduction of half-sized plots)
- Band Concerts organised in King's House Gardens on four Sundays
- Bins (some for litter, others for dog waste) installed in various locations around the town, responding to community demand
- Christmas Lights Switch-On Event (early December)
- Cottage Hospital site: the planning authority accepted the important contribution to the street scene afforded by this site and decided against demolition
- French Markets organised in King Street on two occasions
- Newsletter launched (4 issues produced)
- Toilets taken over (from Breckland Council), with bus station toilets kept open in response to local demand and to meet needs of visitors
- Website improvements introduced (www.thetfordtowncouncil.gov.uk)

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**THETFORD TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2009**

31/03/2008		31/03/2009
£		£
	INCOME	
32,535	Administration	23,384
300	Civic	0
19,447	Burials	25,500
49,781	Properties	53,010
24,096	Guildhall Complex	28,239
1,802	Allotments	2,728
29,191	Markets	25,070
4,601	Amenities	480,338 <i>Note 1</i>
32,419	Tourism (TIC)	5,475
0	Museums	4,490
12,048	Investment income (Nunnery)	11,654
206,220	Total income excluding precept	659,888
493,000	Precept	516,000
699,220	Total income from all sources	1,175,888
	EXPENDITURE	
391,416	Salaries	360,357
90,156	Administration	109,478
11,559	Civic	19,173
13,568	Burials	32,942 <i>Note 2</i>
7,454	Properties	11,147
54,979	Guildhall Complex	86,709
8,182	Allotments	41,685 <i>Note 3</i>
20,047	Markets	18,091
101,215	Amenities	242,752 <i>Note 4</i>
18,857	Tourism	3,808
717,433	Total expenditure	926,142
-18,213	NET (EXPENDITURE)/INCOME	249,746
	Funded by	
-45,660	Transfers from reserves	-126,642
33,978	Transfers to reserves	376,216 <i>Note 5</i>
-11,682		249,574
-6,531	Difference to Revenue Account	172
	Revenue Account Balance	
30,044	Balance at beginning of year	23,513
-6,531	(Deficit)/surplus for year	172
23,513	Balance at end of year	23,685

**THETFORD TOWN COUNCIL
BALANCE SHEET
AS AT 31 MARCH 2009**

31 March 2008 £		31 March 2009 £
	Long Term Assets	
1,386,899	Fixed Assets	1,502,769
70,370	Long term investments	59,298
<u>1,457,269</u>	TOTAL LONG TERM ASSETS	<u>1,562,067</u>
	Current Assets	
120,604	Debtors and prepayments	93,577
532,054	Cash in Hand and at Bank	775,912
<u>2,109,927</u>	TOTAL ASSETS	<u>2,431,556</u>
	Current Liabilities	
-99,355	Creditors	-66,439
<u><u>2,010,572</u></u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u><u>2,365,117</u></u>
	Represented by:	
1,592,850	Capital Reserves	1,670,220
394,209	Earmarked Revenue Reserves	671,212
23,513	Revenue Account Balance	23,685
<u><u>2,010,572</u></u>	TOTAL EQUITY	<u><u>2,365,117</u></u>

Notes to the *Income and Expenditure Account*:

Note 1

The figure of £480,338 includes £99,538 (External Grants received for Castle Park Play Area) and £360,000 (received from Breckland Council for the public toilet transfer).

Note 2

The figure of £32,942 includes £19,796 for the Cemetery Extension site bore-holing operation.

Note 3

The figure of £41,685 includes £38,588 for the fencing of the Mundford Road/British Rail allotment site.

Note 4

The figure of £242,752 includes £137,265 for the Castle Park Play Area.

Note 5

The figure of £376,216 includes the £360,000 received from Breckland Council for the public toilet transfer.

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